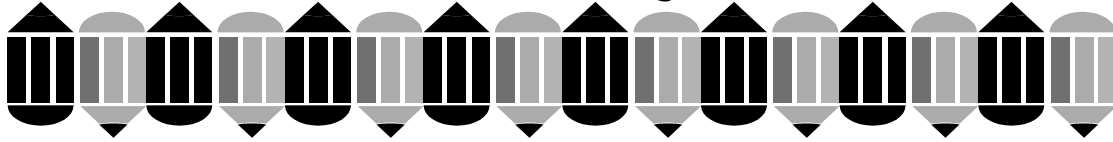


SHIFTS and PARALLELISM

“Balance is Everything!”



SHIFTS

When writing, it is important to keep each sentence consistent by using one subject; one tense, voice, and mood in verbs; and one person and number in pronouns. Unnecessary shifts in any of these elements tend to obscure meaning and make reading more difficult.

- ✎ **Revise unnecessary shifts in subject or voice.**
Three men *escaped* from the state prison yesterday but *were captured* before sundown.
- ✎ **Revise unnecessary shifts in person or number.**
If *you* want to play games, *you* must learn the rules.
- ✎ **Revise unnecessary shifts in tense or mood.**
I *sat* down at the desk and *began* to write.
- ✎ **Revise incomplete shifts from indirect to direct discourse.**
Lincoln asked the general whether his army was well supplied and ready for battle.

PARALLELISM

When you coordinate two or more elements in a sentence, make them parallel; that is, state them in the same grammatical form. Noun should be matched with noun, verb with verb, phrase with phrase, and clause with clause.

- ✎ **Use parallelism to make coordinate relationships clear.**
Students can usually be successful if they *buy the assigned books, read them, and take careful notes.*
- ✎ **Make elements joined by coordinating or correlative conjunctions parallel.**
Industrial trainers are *highly trained, creative, and knowledgeable* ergonomics.

A well-designed office chair should be *both attractive* to look at *and comfortable* to sit in.
- ✎ **Correct faulty parallelism with *and*, *who*, *and*, *which*, *and*, *that*.**
We met Abner Faulton, who is both a brilliant biologist and an excellent pianist.

Source: Prentice Hall Handbook for Writers